

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE PARKS AND RECREATION COMMISSION**

1. CALL TO ORDER

The Torrance Parks and Recreation Commission convened in a regular session at 7:06 p.m. on Wednesday, March 14, 2007, in the West Annex meeting room at Torrance City Hall. Co-Chairperson Ning led the meeting.

2. ROLL CALL

Present: Commissioners Cook, Gilbert, Hazell, Hicks, Numark, Orpe, Smoot, Taniguchi, and Co-Chairperson Ning.

Absent: Commissioners McGee and Robbins.

Also Present: Recreation Services Manager Jones,
Park Services Manager Wilson,
Senior Administrative Analyst Orpe,
Senior Business Manager Minter, and
Program Coordinator Parr.

MOTION: Commissioner Smoot moved to grant excused absences to Commissioners McGee and Robbins for the March 14, 2007 Parks and Recreation Commission meeting. Commissioner Taniguchi seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Hicks led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Numark moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Taniguchi seconded the motion; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF FEBRUARY 14, 2007

Commissioner Numark noted the following correction to the February 14, 2007 meeting minutes:

Page 5, Item 9F: "Commissioner Hazell announced the birth of a baby boy..."

MOTION: Commissioner Taniguchi moved for the approval of the February 14, 2007 Parks and Recreation Commission meeting minutes as corrected. Commissioner Cook seconded the motion; a voice vote reflected unanimous approval.

6. NEW BUSINESS

6B. PRESENTATION BY REGISTRATION OFFICE – DEBBIE PARR, PROGRAM COORDINATOR

Senior Administrative Analyst Orpe requested that this item be taken out of order and introduced Program Coordinator Parr.

Program Coordinator Parr provided an overview of her responsibilities that include Torrance Seasons, the information counter, facility bookings, and class registrations.

Responding to Commissioner Numark's inquiry, she stated that the most over subscribed classes are piano, preschool, and tennis.

In response to Commissioner Taniguchi's inquiries, Program Coordinator Parr provided information about the income-based scholarship program for Torrance residents. She noted that scholarship opportunities are advertised in Torrance Seasons and are limited to children under the age of 18 and seniors over 60. She stated that supervisors decide to add classes based on public input as well as space and instructor availability.

Responding to Commissioner Numark's inquiries, Recreation Service Manager Jones noted that classes are added or dropped on a seasonal basis, with decisions based on deadlines in Torrance Seasons. He added that success of a class is based on numbers enrolled and revenue generated.

Commissioner Hazell received clarification that as a general policy registration for classes is closed after the second week of class.

Recreation Services Manager Jones stated that they were fortunate to have Program Coordinator Parr in the Registration Office and noted that the quality of Torrance Seasons has increased greatly since she took over its responsibility.

6A. COMMUNITY SERVICES DEPARTMENT BUDGET UPDATE – ANDREW ORPE, ADMINISTRATIVE ANALYST

Senior Administrative Analyst Orpe named the five divisions under Community Services and distributed a report on the Departmental structure and budget overview. He provided information about the Community Services Expenditure Budget 2006-2007, noting that the total budget is \$20,883,826. He discussed funding sources that include the General Fund, Enterprise Fund, grants, donations, open space, and facilities funds.

Commissioner Numark received clarification from staff that the City has no fee-based parking lots or parking meters.

Senior Administrative Analyst Orpe reported on the Parks Services Expenditure Budget that has 49.6 full-time staff and Recreation Services Expenditure Budget that has 18 full-time and 250 active part-time staff. He noted that the projected expenditures for both divisions are on target.

In response to Co-Chairperson Ning's inquiry, he explained that inter-department expenses include facility rentals and City Attorney services and that professional services/contracts include the baseball academy and tree trimming.

Responding to Commissioner Hicks' inquiry, Park Services Manager explained that there is not enough staff to do tree trimming and that the High Ranger was eliminated due to budget cuts. He stated that other contracts are for materials and supplies and for labor services due to lack of in-house expertise.

Senior Administrative Analyst Orpe provided information about Recreation Services' Revenue Budget that includes Farmers' Market, Roller Hockey, Batting Cages, Skateboard Park, sports leagues, and after-school programs as well as the City subsidy of 60% for youth programs and 40% for senior programs. He offered to provide resident and non-resident enrollment in classes at the next Commission meeting.

Co-Chairperson Ning received clarification from staff that there is no real relationship between expenditures to revenue and that revenues are projected based on formulas.

Senior Administrative Analyst Orpe discussed Park Services concerns that include utility charges, water costs, materials and supplies impact, unfunded overtime, dump fees, and park rehabilitation costs. He stated that Recreation Services concerns include Torrance Unified School District (TUSD) facility use fee increases, recreation program transportation, chemical costs for the Plunge, and loss of the beverage contract.

In response to Commissioners' inquiries, Recreation Services Manager Jones explained that it is the City's guiding philosophy that TUSD's usage of most facilities, including the Plunge, is free of charge.

Senior Administrative Analyst Orpe encouraged Commissioners to provide input at the May 8, 2007 and May 15, 2007 Budget Public Hearings.

Responding to Co-Chairperson Ning's inquiry regarding the Commission's role, Recreation Services Manager Jones explained that the Commission has oversight and direct interface with staff in Recreation Services, Park Services, and Administrative Services Divisions. He noted that advocacy was an important role for the Commission and that he would be presenting staff recommendations at the April 11, 2007 Commission meeting.

6C. CITY OF TORRANCE ECONOMIC FORECASTING INFORMATION

Senior Administrative Analyst Orpe presented a report on the economic forecast included in the material of record that was provided by the Finance Department to the Government and Operations Committee, noting that it was a positive but conservative direction. He briefly discussed sales tax allocation and distribution of property tax, Department concerns that include many Park Services and Recreation Services concerns, and items that City Council will be considering before approval of the budget.

7. STANDING COMMITTEE UPDATES

7A. FACILITIES COMMITTEE

Commissioner Hazell reported that the Facilities Committee has met and discussed eligibility and criteria for the "Wall of Honor" to recognize accomplishments in youth athletics.

7B. OPEN SPACE COMMITTEE

Commissioner Smoot reported that the Open Space Committee met on March 14, 2007 to discuss the July 11, 2007 50th Annual Awards Banquet and to explore locations and feasibility numbers for a dog park or vest parks.

7C. PROGRAMS COMMITTEE

No report.

7D. GRANTS COMMITTEE

Commissioner Orpe provided the annual timetable for Grants Program tasks, noting that it will be necessary to appoint another member to the Grants Committee. Recreation Services Manager Jones offered to contact Commissioners absent from this meeting to gauge their interest in being on the Committee. The next Committee meeting will be March 21, 2007.

8. MONTHLY DEPARTMENT ACTIVITY

8A. ADMINISTRATIVE SERVICES DIVISION

Recreation Services Manager Jones introduced Senior Business Manager Minter who provided information about his background and stated that he was happy to be working in the recreation field again.

Commissioner Smoot noted that comparison data for field lights shows a significant decline in revenue. Recreation Services Manager Jones indicated that they have not lost any major users and would research the data.

8B. PARK SERVICES DIVISION

No report.

8C. RECREATION SERVICES DIVISION

Recreation Services Manager Jones reported that the Youth Basketball program is concluding and Commissioner Smoot noted that there was no Farmers Market report included in the agenda material.

9. ORALS

9A. Co-Chairperson Ning, on behalf of the Commission, extended condolences to Commissioner Gilbert and her family for the passing of her husband Fred.

9B. Commissioner Hicks announced that he is moving out of the City and would need to resign from the Commission. He stated that it has been a great opportunity and honor to serve with so many dedicated to the City.

9C. Commissioner Smoot stated that she enjoyed the Special Olympics dinner on March 9, 2007.

9D. Commissioner Taniguchi stated that she enjoyed tonight's presentations, welcomed Senior Business Manager Minter, and bid Commissioner Hicks a fond farewell.

9E. Commissioner Gilbert announced the Cultural Arts Foundation annual Gala on June 29, 2007 and encouraged Commissioners to visit the Japanese internment exhibit at the Torrance Historical Museum.

9F. Commissioner Numark encouraged Commissioners to attend the Special Olympics dinner next year. He suggested submitting ideas for projects to Share Fest for a possible volunteer day, e-mailing past participants about recreation classes, and having an Orals section at the beginning of Commission meetings.

9G. Commissioner Orpe thanked Commissioner Hicks for his service to the City.

9H. Co-Chairperson Ning announced Assemblymember Lieu's Open House on March 21, 2007 and a fundraising award event for the Dashew Center for International Students and Scholars on June 11, 2007 at UCLA.

9I. Recreation Services Manager Jones distributed Community Services Director Barnett's letter of retirement.

9J. Senior Business Manager Minter announced a pancake breakfast at the ATTIC on April 7, 2007.

10. ADJOURNMENT

MOTION: At 8:43 p.m., Commissioner Smoot moved to adjourn the meeting to April 11, 2007 at 7:00 p.m. in the West Annex meeting room. Commissioner Taniguchi seconded the motion and, hearing no objection, Co-Chairperson Ning so ordered.

Approved as Submitted April 11, 2007 s/ Sue Herbers, City Clerk
